

JOB ANNOUNCEMENT

VACANCY #03-AD-OCFO-0001

Agency:	Office of the Chief Financial Officer (OCFO)
Division/Unit:	General Counsel Division
Position:	Associate General Counsel
Grade/Step:	DS-905-15/1 – 16/10
Salary Range:	\$75,341 - \$111,457
Area of Consideration:	Unlimited
Opening Date:	May 29, 2003
Closing Date:	Open Until Filled
Number of Vacancies:	One (1)

Position Description - The incumbent serves as Associate General Counsel and is responsible for the development and execution of studies to evaluate the overall efficient processes and effective functioning of numerous programs. Performs the duties of the General Counsel in his or her absence when the General Counsel so determines. Provides legal advice with respect to the implementation of rules, regulations and statutes, opinions and advice of the Corporation Counsel, court opinions and administrative decisions. Provides legal advice regarding relevant aspects of Appropriations Law and the annual District of Columbia's Appropriations Act or Supplemental Appropriations Act. Research and provide legal advice on issues of District Law. Work collaboratively with OCFO, Executive Office of the Mayor, and/or Council legislative staff to ensure accurate drafting and implementation of legislation. Carries out a variety of projects involving the collecting, consolidating, organizing, writing and editing of proposed laws, regulations, policies and administrative matters. Performs legal research. Conducts legal research in connection with legal questions referred by administrative officials of the Department, of the Executive branch and of the Council. Prepares formal comments on proposed legislation. Provides assistances in furthering the equal employment opportunity and affirmative action programs and provide advice regarding compliance with applicable laws and regulations.

Qualification Requirements - A college graduate with a Bachelor of Arts or Science degree and a graduate from an Accredited Law School with a Juris Doctorate degree. A licensed member of the DC Bar or be immediately eligible for waiver in the DC Bar. Must have 8 years of significant legal experience as an attorney in two or more of the following disciplines, Litigation, Commercial, Corporation, Federal and State/Municipal Government Labor. Familiar with and have working knowledge of Constitutional and Criminal Law, Civil Procedures and Rules of Professional Responsibility. Must have a demonstrated ability to communicate effectively both,

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In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.

verbally and in writing, knowledge of and ability to use computer word processing programs. Must have the ability and willingness to work long hours and to produce under highly pressured conditions. Demonstrated successful management and supervisory experience. **Qualified applicants must meet time-in-grade requirements.**

Submission Materials : DC2000 (employment application) with Resume and cover letter with salary history

Submission Information:

Office of Management and Administration
Human Resources Division
941 North Capitol Street, N.E. – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

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